

Activity 11 Editing an environment and adding commands

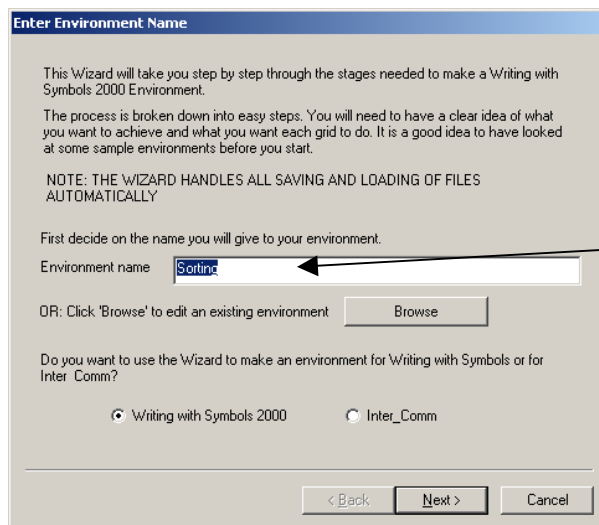
This activity shows you two ways that you can edit an environment, and then shows you how to add commands to cells to give the user access to various functions.

This activity assumes that you have completed the environment in Activity 10, and that you have the Environment 'Sorting' on your machine.

A. Making a copy of an environment and editing it.

1. Open the Environment Wizard

From the Front Screen, select **Grids for Writing** and **Environment Wizard**

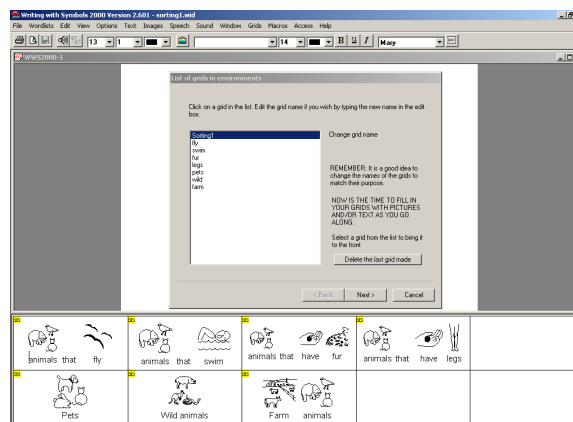


Instead of typing a name for a new environment, click on the **Browse** button to find your existing one called **Sorting**.

Then change the name to be **Sorting 2**

Click **Next**.

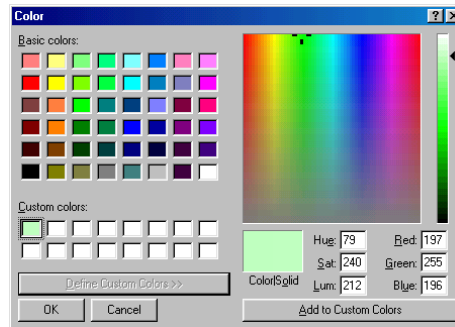
This will make a complete copy of your environment with the new name, and will load it into the wizard ready to edit. You will see that the list of grids is exactly the same, it is only the environment name that will have changed. We are doing this so that you can always go back to the original.



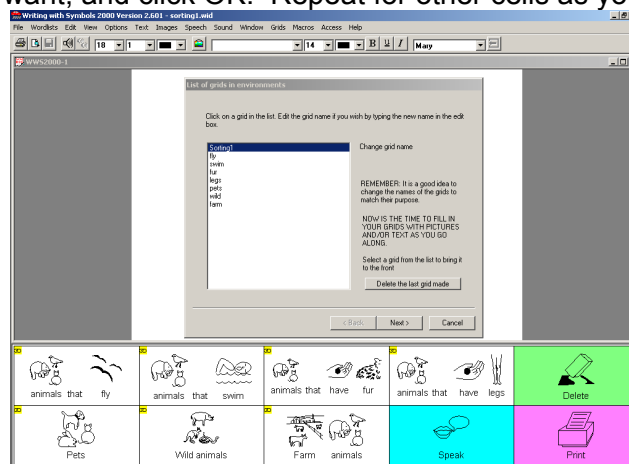
Click on the grid name **Sorting 1**, to bring that to the front.
 Into the remaining three cells type: **Delete**, **Speak**, and **Print**

2. Changing the background colour of a cell

You may like to colour these cells so that they show the user that they are functions rather than links. Click in one of the cells, and then go to the Options. Choose Background colour.



Select the colour you want, and click OK. Repeat for other cells as you wish.



3. Adding commands to the cells

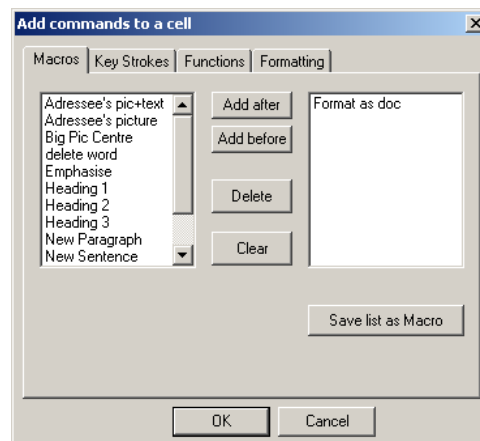
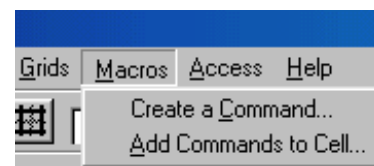
You can now add commands to cells. These are called Macros, because you can build a sequence of commands to perform particular functions. Here are three commands that are very useful:

(a) The Delete command

Click in the **Delete** cell.

Click on the **Macros** menu on the menu bar

Click on **Add Commands to Cell**

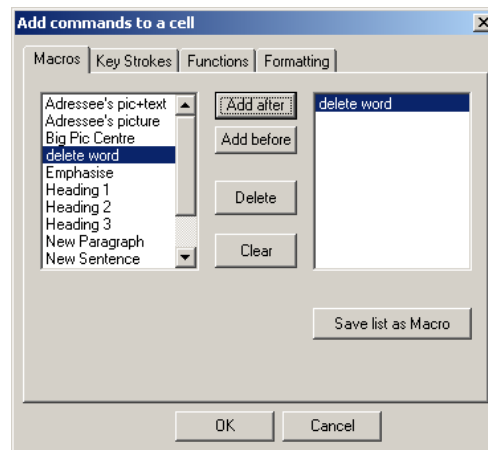


At the top of the dialogue box you will see four tabs: Macros, Keystrokes, Functions and Formatting. There are different commands under each tab. These are shown in the list on the left.

In the right column you will see a list of any commands already there. The one showing by default is **Format as doc**. This means that it will end the text and picture in the cell to the document. We do not want that to happen and so click on **Clear** to empty the list.

From the **Macros** list, which is already showing, select the item **Delete word**. This is a ready made set of commands to select the previous word and delete it.

Click on **Add After** in the centre panel and this will be placed in the commands list on the right.



Click OK, and this will be added to the cell.

(b) adding the Print command

This command will print the document.

Go to Add Commands to a cell again, Clear the cell, and then click on the **Functions** tab. Scroll down the list until you find **Print**. Select that and then click **Add after**, and then **OK**.

(c) Speak

There is a macro in the Macros list (First tab) which is called **Speak sentence**. Put that in the list in exactly the same way as you did before.

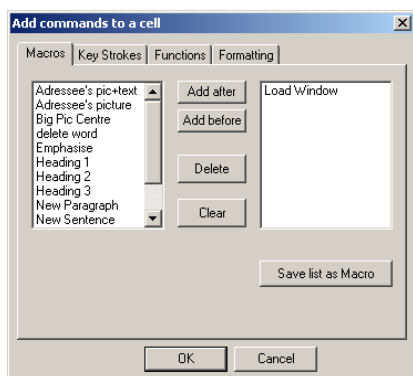
This completes that first grid.

(d) Adding a Return character to a cell

Another feature that would improve this environment is to add a Return character when each set of answers has been completed. The best way to do this would be to add the Return character to the 'Back' cell on each of the other grids.

Click in the grid list to choose the grid called 'fly' and then click in the 'Back' cell. Go to Add Commands to Cell again, as before.

This time you will see a different command in the list:



This is the command that links this window to the main grid 'Sorting 1'. The Load Window command was put there in the Wizard when you dragged the link icon onto the cell.

We want to leave that command but we want to add another – a return key.

Click on the Keystrokes tab, and select Enter (which is the same as Return) and this time click on **Add Before** to put it in the list.

Click OK

Repeat this for each of the remaining windows.

When you have done this click on next, then Finished making grids, and go straight through the remaining screens keeping everything as it is.

You can now try these new commands.

4. Saving unfinished environments

If for need to leave your work in the wizard before you have finished, you can do so after you have reached the window that shows you the list of grids in the environment. If you click on cancel at this or any later stage you are given the chance to save your work/changes so far. Next time you load this environment it will return, with your changes, to this point.

5. Making small changes to your environment

When you try the environment out, you may find that you may still want to change some things. If they are significant changes, such as we have already done, then you should open the environment into the Wizard again and edit as before.

However, if they are very small changes, or simply changes to the symbols/text in a cell, the quickest way is to edit the grids in Writing with Symbol 2000.

Display the grid you want to alter. Right Click in it, to make sure that the cursor appears in this grid, and then Type **CTRL+Q** to change this from a 'send' window into editing mode. You will see the colour of the grid change from pale yellow to white.

Make you changes as you would when editing an ordinary grid and then press **CTRL+Q** again to turn it back into a 'send' window.

Click on **Save** (or the disc icon on the toolbar) to save your changes.

If the wrong window changes colour (for example the writing document changes) simply type CTRL+Q again to change it back. It is important that the cursor is in the window you want to edit before changing its mode.

Summary

If you have followed all of these activities on making environments you should be confident to design and make your own. There are also two more examples in section 8: Projects.